Operating Guideline #2 – Organizational Meeting and Orientation of New Members

A well-defined and understood organizational structure and related procedures are essential to the proper functioning of the board.

General Guidelines for Board Members:

- A. The organization of the board shall occur at the regular May meeting of even numbered years. Election of officers shall be included as an agenda item for that meeting.
- B. Officers for the board shall be president and vice-president. The department director shall serve as chief executive officer and a department staff member will serve as recording secretary.
- C. The director serves as temporary chairperson at the organizational meeting until the president is elected. Each board member may place one name in nomination for president. Candidates will be given an opportunity to decline before their names are placed before the board for an election. A roll call vote will be taken. The secretary shall record the votes. The same process for the election of vice-president will be repeated during the meeting. The two elective positions (president and vice-president) shall be filled in the order listed.
- D. The term of office for each elective position shall be two years, with no limit as to the number of terms any one individual may serve.
- E. If the presidency becomes vacant during a term of office, the vicepresident shall automatically fill the vacancy and a replacement for the vice-president shall be elected at the next regular meeting of the board.
- F. Duties of the president shall be as follows:
 - 1. Work with the department director to develop meeting agendas.
 - 2. Preside at board meetings.
 - 3. Appoint all board committees.
 - 4. Form new committees as the need arises.
 - 5. Properly instruct all assigned committee members as to the duties, responsibilities, scope and term of the assignment.
 - 6. Work closely with the director and appropriate staff to ensure proper liaison between the board and the department.
 - 7. Attend outside meetings and functions as needed.
 - 8. Provide effective board leadership and direction.

- 9. Assign members of the board to serve as representatives of the board to external groups and organizations.
- 10. Call special meetings as needed.
- 11. Approve and sign the minutes of all regular and special meetings of the board and other documents as may be required by law.
- 12. Have the same prerogative to vote on matters before the board as the other members.
- 13. Perform such other duties as may be prescribed by law or by action of the board.
- G. Duties of the Vice-president shall be as follows:
 - 1. Perform the duties of the president during his/her absence.
 - 2. Fill a presidential vacancy if such occurs during a term of office.
 - 3. Assume other responsibilities as assigned by the president.
- H. Removal of a board member from office:

Board members may be removed from office in accordance with Iowa Code Section 66.1A (Appendix B)

I. Orientation of New Members

The board, assisted by the director of the Department of Education, shall orient each new member concerning the board's functions, general policies, administrative rules and procedures as soon as reasonably possible.

- 1. The appointee shall be given selected material to assist in orienting him/her to the work of the board.
- 2. The appointee shall be given selected material to familiarize him/her with relevant provisions of state government, including the gift law (Iowa Code Sections 68B.21 and 68B.22, Appendix C).
- 3. Prior to taking office, the appointee may be invited to attend board meetings.
- 4. The director of the Department shall supply reference material pertinent to PreK-12 education and community college education.
- 5. The incoming appointee shall be invited to meet the director and other administrative personnel to discuss operations of the Department.
- 6. Orientation will be a structured process occurring over time and new board members will be directed to resources so they can do additional exploration on their own.